



**TOWN CLERK, DIANE WILHELM**

200 Howell Avenue  
Riverhead, NY 11901  
631-727-3200 Ext. 260

**APPLICATION FOR SPECIAL PERMIT**

PLEASE TYPE OR PRINT CLEARLY

Designated name of proposed development or project (if none exists supply applicant name here)

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**Applicant:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Owner:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Plans Prepared by:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Attorney:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Tax Map Number 0600-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Location of Site \_\_\_\_\_

Current Zoning Classification \_\_\_\_\_

Description of work to be done \_\_\_\_\_

Section of Town Code under which application is submitted \_\_\_\_\_

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Ownership Intentions, i.e., purchase options\_\_\_\_\_

\_\_\_\_\_

Proposed use(s) of site) \_\_\_\_\_

\_\_\_\_\_

Total site area (square feet or acres) \_\_\_\_\_

Square feet of building area \_\_\_\_\_ Existing  
\_\_\_\_\_ Proposed

Anticipated construction time/completion date \_\_\_\_\_

Will developed be staged? If so, how? \_\_\_\_\_

Current land use of site \_\_\_\_\_

Current condition of site \_\_\_\_\_

Character/use (s) of surrounding lands \_\_\_\_\_

\_\_\_\_\_

Additional comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

DOCUMENTS REQUIRED FOR APPLICATION:

- 
- 15 copies of application of Special Permit
  - 15 copies of disclosure affidavit
  - 15 copies of conceptual site plan signed and sealed by a New York State licensed Engineer, Architect or Land Surveyor depicting buildings, parking stalls, access locations and yard setbacks
  - 15 copies of affidavit of consent if applicant is not owner of the subject property
  - 2 copies of the Full Environmental Assessment Form (Part 1)
  - 1 list of names and addresses of property owners within 500' of subject property
  - 1 affidavit of posting a sign
  - 2 maps depicting land use(s) and direct applicable zoning use district(s) on all parcels within 200' of the subject premises
  - 1 copy of affidavit of mailing
-

## Prepared by Project Sponsor

It is expected that completion of the full EAF will be dependent on information currently available and will not involve new studies, research or investigation. If information requiring such additional work is unavailable, so indicate and specify each instance.

Name of Action	
Location of Action (Include Street Address, Municipality and County)	
Name of Applicant/Sponsor	Business Telephone (    )
Address	
City/PO	State                      Zip
Name of Owner (if different)	Business Telephone (    )
Address	
City/PO	State                      Zip
Description of Action	

### A. Site Description

1. Present land use ☐ Urban ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Rural (non-farm)  
☐ Forest ☐ Agriculture ☐ Other

### APPROXIMATE ACREAGE

Meadow or Brushland (non-agricultural)	_____ acres	_____ acres
Forested	_____ acres	_____ acres
Agricultural ( Includes orchards, cropland, pasture etc.)	_____ acres	_____ acres
Wetland (Freshwater or tidal as per Article 24, 25 of ECL)	_____ acres	_____ acres
Water Surface Area	_____ acres	_____ acres
Unvegetated (Rock, earth or fill)	_____ acres	_____ acres
Roads, building and other paved surfaces	_____ acres	_____ acres
Other (Indicate type) _____	_____ acres	_____ acres

3. What is predominant soil type(s) on project site? \_\_\_\_\_

a. Soil drainage      ☐ Well drained \_\_\_\_\_ % of site      ☐ Moderately well drained \_\_\_\_\_ % of site

☐ Poorly drained \_\_\_\_\_ % of site

b. If any agricultural land is involved, how many acres of soil are classified within soil group 1 through 4 of the NYS Land Classification System? \_\_\_\_\_ acres. (See 1 NYCRR 370).

4. Are there bedrock outcroppings on project site ☐ Yes ☐ No  
a. What is the depth to bedrock? \_\_\_\_\_ (in feet)

5. Approximate percentage of proposed project site with slopes: ☐ 0-10% \_\_\_\_\_% ☐ 10-15% \_\_\_\_\_%  
☐ 15-or greater % \_\_\_\_\_%

6. Is project substantially contiguous to, or contain a building, site or district, listed on the State or the National Registers of Historical Places? ☐ Yes ☐ No
7. Is project substantially contiguous to, or contain a building, site or district, listed on the State or the National Registers of Landmarks? ☐ Yes ☐ No
8. What is the depth of the water table? \_\_\_\_\_ (in feet)
9. Is site located over a primary, principal, or sole source aquifer? ☐ Yes ☐ No
10. Do hunting, fishing or shell fishing opportunities presently exist in the project area? ☐ Yes ☐ No
11. Does project contain any species of plant or animal life that is identified as threatened or endangered?  
☐ Yes ☐ No According to \_\_\_\_\_  
 Identify each species \_\_\_\_\_
12. Are there any unique or unusual land forms on the project site? (i.e. cliffs, dunes, other geological formations)  
☐ Yes ☐ No Describe \_\_\_\_\_  
 \_\_\_\_\_
13. Is the project site presently used by the community or neighborhood as an open space or recreation area?  
☐ Yes ☐ No If yes, explain \_\_\_\_\_
14. Does the present site include scenic views known to be important to the community? ☐ Yes ☐ No
15. Streams within or contiguous to project area \_\_\_\_\_  
 a. Name of Stream and name of River to which it is tributary \_\_\_\_\_  
 \_\_\_\_\_
16. Lakes, ponds, wetland areas within or contiguous to project area:  
 a. Name \_\_\_\_\_ b. Size (in acres) \_\_\_\_\_
17. Is the site served by existing public utilities? ☐ Yes ☐ No  
 a. If yes, does sufficient capacity exist to allow connection? ☐ Yes ☐ No  
 b. If yes, will improvement be necessary to allow connection? ☐ Yes ☐ No
18. Is the site located in an agricultural district certified pursuant to Agriculture and Markets Law, Article 25 –AA, Section 304 and 304? ☐ Yes ☐ No
19. Is the site located in or substantially contiguous to a Critical Environmental Area designated pursuant to Article 8 of the ECL and 6 NYCRR 617? ☐ Yes ☐ No
20. Has the site ever been used for the disposal of solid or hazardous waste? ☐ Yes ☐ No

## B. Project Description

1. Physical dimensions and scale of project (fill in dimensions as appropriate)
- Total contiguous acreage owned or controlled by project sponsor \_\_\_\_\_ acres.
  - Project acreage to be developed: \_\_\_\_\_ acres initially; \_\_\_\_\_ acres ultimately
  - Project acreage to remain undeveloped \_\_\_\_\_ acres.
  - Length of project in miles: \_\_\_\_\_ (if appropriate)
  - If the project is an expansion, indicate percentage of expansion proposed \_\_\_\_\_ %
  - Number of off-street parking spaces existing \_\_\_\_\_; proposed \_\_\_\_\_.
  - Maximum vehicular trips generated per hour \_\_\_\_\_ (upon completion of project)?
- h. If residential: Number and type of housing units:
- |           | One Family | Two Family | Multi Family | Condominium |
|-----------|------------|------------|--------------|-------------|
| Initially | _____      | _____      | _____        | _____       |

Ultimately \_\_\_\_\_

- i. Dimension (in feet) of largest proposed structure \_\_\_\_\_ height; \_\_\_\_\_ width; \_\_\_\_\_ length.  
j. Linear feet of frontage along a public thoroughfare project will occupy is? \_\_\_\_\_ ft.

2. How much natural material (i.e., rock, earth, etc.) will be removed from the sits? \_\_\_\_\_ tons/cubic yards.

3. Will disturbed areas be reclaimed? ☐ Yes ☐ No ☐ N/A

a. If yes, for what intended purpose is the site being reclaimed? \_\_\_\_\_

b. Will topsoil be stockpiled for reclamation? ☐ Yes ☐ No

c. Will upper subsoil be stockpiled for reclamation? ☐ Yes ☐ No

4. How many acres of vegetation (trees, shrubs, ground covers) will be removed from site? \_\_\_\_\_ acres.

5. Will any mature forest (over 100 years old) or other locally-important vegetation be removed by this project?

☐ Yes ☐ No

6. If single phase projects anticipated period of construction \_\_\_\_\_ months. (including demolition)

7. If multi-phased:

a. Total number of phases anticipated \_\_\_\_\_ (number)

b. Anticipated date of commencement Phase 1 \_\_\_\_\_ month \_\_\_\_\_ year. (including demolition)

c. Approximate completion date of final phase \_\_\_\_\_ month \_\_\_\_\_ year.

d. Is phase 1 functionally dependent on subsequent phases? ☐ Yes ☐ No

8. Will blasting occur during construction? ☐ Yes ☐ No

9. Number of jobs generated during construction \_\_\_\_\_; after project is complete \_\_\_\_\_.

10. Number of jobs eliminated by this project \_\_\_\_\_.

11. Will project require relocation of any projects or facilities: ☐ Yes ☐ No If yes, explain \_\_\_\_\_

12. Is surface liquid waste disposal involved? ☐ Yes ☐ No Type \_\_\_\_\_

a. If yes, indicate type of waste (sewage, industrial, etc.) and amount \_\_\_\_\_

b. Name of water body into which effluent will be discharged \_\_\_\_\_

13. Is subsurface liquid waste disposal involved? ☐ Yes ☐ No Type \_\_\_\_\_

14. Will surface area of anexisting water body increase or decrease by proposal? ☐ Yes ☐ No If yes, explain \_\_\_\_\_

15. Is project or any portion of project located in a 100 year flood plain? ☐ Yes ☐ No

16. Will the project generate solid waste? ☐ Yes ☐ No

a. If yes, what is the amount per month \_\_\_\_\_ tons

b. If yes, will an existing solid waste facility be used? ☐ Yes ☐ No

c. If yes, give name \_\_\_\_\_; location \_\_\_\_\_

d. Will any wastes not go into a sewage disposal system or into a sanitary landfill? ☐ Yes ☐ No

e. If Yes, explain \_\_\_\_\_

17. Will the projects involve the disposal of solid waste? ☐ Yes ☐ No

a. If Yes, what is the anticipated rate of disposal? \_\_\_\_\_ tons/month.

b. If Yes, what is the anticipated site life? \_\_\_\_\_ years.

18. Will project use herbicides or pesticides? ☐ Yes ☐ No

19. Will project routinely produce odors (more than one hour per day)? ☐ Yes ☐ No

20. Will project produce operating noise exceeding the local ambient noise levels? ☐ Yes ☐ No

21. Will project result in an increase in energy use? ☐ Yes ☐ No

If yes, indicate type(s) \_\_\_\_\_

22. If water supply is from wells, indicate pumping capacity \_\_\_\_\_ gallons/minute.

23. Total anticipated water usage per day \_\_\_\_\_ gallons/day.

24. Does project involve Local, State or Federal funding? ☐ Yes ☐ No

If Yes, explain \_\_\_\_\_

25. Approvals required:

			Type	Submittal Date
City, Town, Village Board	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
City, Town, Planning Board	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
City, Town, Zoning Board	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
City, County Health Department	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Other Local Agencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Other Regional Agencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
State Agencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Federal Agencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____

**C. Zoning and Planning Information**

1. Does proposed action involve a planning or zoning decision? ☐ Yes ☐ No  
If Yes, indicate decision required:  
☐ zoning amendment ☐ zoning variance ☐ special use permit ☐ subdivision ☐ site plan  
☐ new/revision of master plan ☐ resolution management plan ☐ other \_\_\_\_\_
2. What is the zoning classification(s) of the site? \_\_\_\_\_
3. What is the maximum potential development of the site if developed as permitted by the present zoning?  
\_\_\_\_\_
4. What is the proposed zoning of the site? \_\_\_\_\_
5. What is the maximum potential development of the site if developed as permitted by the proposed zoning?  
\_\_\_\_\_
6. Is the proposed action consistent with the recommended uses in adopted local land use plans? ☐ Yes ☐ No
7. What are the predominant land use(s) and zoning classifications within a ¼ mile radius of proposed action?  
\_\_\_\_\_
8. Is the proposed action compatible with adjoining/surrounding land uses within a ¼ mile? ☐ Yes ☐ No
9. If the proposed action is the subdivision of land, how many lots are proposed? \_\_\_\_\_  
a. What is the minimum lot size proposed? \_\_\_\_\_
10. Will proposed action require any authorization(s) for the formation of sewer or water districts? ☐ Yes ☐ No
11. Will the proposed action create a demand for any community provided services (recreation, education, police, fire protection)?  
☐ Yes ☐ No  
a. If yes, is the capacity sufficient to handle projected demand? ☐ Yes ☐ No
12. Will the proposed action result in the generation of traffic significantly above present levels? ☐ Yes ☐ No  
a. If yes, is the existing road network adequate to handle the additional traffic? ☐ Yes ☐ No

**D. Informational Details**

**Attach any additional information as may be needed to clarify your project. If there are or may be any adverse impacts associated with your proposal, please discuss such impacts and the measures which you proposed to mitigate or avoid them.**

**E. Verification**

I certified that the information provided above is true to the best of my knowledge.

Applicant/Sponsor Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

If the action is in the Costal Area, and you are a state agency, complete the Costal Assessment Form before proceeding with this assessment.

STATE OF NEW YORK)  
COUNTY OF SUFFOLK)  
TOWN OF RIVERHEAD)

\_\_\_\_\_  
:  
:  
:  
\_\_\_\_\_  
Location of Property  
:  
:  
:  
\_\_\_\_\_

AFFIDAVIT OF POSTING  
SIGN

I, \_\_\_\_\_, being duly sworn,  
Applicant/designee

deposes and says:

That on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I did post the

Required sign regarding an application for a

**SPECIAL PERMIT / CHANGE OF ZONE**  
(cross out one)

under the name of :

\_\_\_\_\_

\_\_\_\_\_  
Applicant/designee

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK)  
COUNTY OF SUFFOLK)  
TOWN OF RIVERHEAD)

\_\_\_\_\_

In the matter of the Application of

\_\_\_\_\_

\_\_\_\_\_

Location of Property

\_\_\_\_\_

AFFIDAVIT OF MAILING

I, \_\_\_\_\_, being duly sworn, deposes and says:

Applicant/designee

That on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I did send notification by Certified Mail as required by Article XXVIA (Special Permit) of the Code of the Town of Riverhead and Article XVIII Amendments and Changes (Change of Zone) of the Code of the Town of Riverhead for a public hearing for an application:

**SPECIAL PERMIT / CHANGE OF ZONE**  
(cross out one)

scheduled on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ P.M.

\_\_\_\_\_

Applicant/designee

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

Notary Public

\_\_\_\_\_



READ THIS DOCUMENT CAREFULLY. YOU MAY CONSULT YOUR ATTORNEY BEFORE COMPLETING.

DISCLOSURE AFFIDAVIT

STATE OF NEW YORK )  
 ) SS:  
COUNTY OF SUFFOLK)

I, \_\_\_\_\_, an applicant for the following  
relief \_\_\_\_\_ and being duly sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof.

That I understand that this affidavit is required by Section 809 of the GENERAL MUNICIPAL LAW and that a knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That \_\_\_\_\_, is a State Officer, is and officer or employee of Riverhead  
Town, and

That this person has a interest in the person, partnership, or association requesting the above-state  
relief.

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the  
applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of  
them:

- (a) is an applicant;
- (b) is an officer, director, partner or employee of the applicant;
- (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a  
partnership or association, applicant, or
- (d) is a party to an agreement with such an applicant, express or implied, whereby he may  
receive any payment or other benefit, whether or not for services rendered, dependent or  
contingent upon the favorable approval of such applicant, petition or request.

That ownership of less than five (5%) percent of the stock of a corporation whose stock is listed on the  
New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

\_\_\_\_\_  
(Signature )

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

TOWN OF RIVERHEAD  
NOTICE OF CONSENT

I, \_\_\_\_\_ the owner and landlord of  
\_\_\_\_\_, Town of \_\_\_\_\_  
(address)

SCTM# \_\_\_\_\_

Give my permission to \_\_\_\_\_

To apply to the Town of Riverhead for a Special Use Permit to operate:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Owner/Landlord Signature

County of Suffolk  
State of New York

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared  
\_\_\_\_\_, to me known to me to be the described herein,

and who executed the foregoing instrument and acknowledged to me that he/she/they  
executed the same.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**§ 108-133.4. Application procedure. – Special Permit**

D. Fees. The fee for review of a special permit application which would result in construction of a building(s) or a disturbed area of 4,000 square feet or less shall be \$500. The fee for review of a special permit application for construction of a building(s) or disturbed area of 4,000 square feet or greater shall be \$2,000. The required fee shall be paid upon submission of the application to the Town Clerk. [Amended 12-2-2003 by L.L. No. 26-2003]

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